



Personnel and Administrative Policy and Procedure

SUBJECT: Use of City Resources	EFFECTIVE DATE: November 15, 2007 REVIEWED: November 2011 REVISED:
CATEGORY: 200 POLICY NUMBER: 200.57	CROSS REFERENCE: Cellular Phone Use Policy 500.3; Conduct and Discipline Policy 200.9; Electronic Mail 200.14; Ethics Policy 200.18; Information Technology Resources 500.1; Internet Usage Policy 500.2; Vehicle Use Policy 200.59

Purpose: Citizens entrust the elected officials and staff with appropriate management and use of the City's resources. This policy defines City resources and appropriate/inappropriate use of those resources.

Definitions

City Resources: This includes the following:

1. **Any hand tool, power tool, or piece of equipment** – whether new or used, regardless of value and/or the City's intent to retain.
2. **Any work materials or supplies** – new or used, regardless of the value and/or City's intent to retain (for example, furniture, paper, program supplies, printers, etc.)
3. **Vehicles** – see vehicle use policy for additional information.
4. **Facilities or grounds** – including but not limited to buildings, parking lots, improved or unimproved real property regardless of the City assignment for the facilities and current use.
5. **Time and/or personnel** – personnel services while in paid status for the City
6. **Information** – any confidential information gained in the course of or by reason of the official position or activities of the employee
7. **Inter/intra office mail**
8. **Information and Telecommunications Technologies** – includes hardware and software associated with computers, image/voice/data capture and transmission technologies. See computer use and cell phone related policies.
9. **City funds and other monetary resources**

Scope: This applies to all City employees and elected officials.

Policy

1. City resources are to be used for purposes directly related to:
 - The activities which the employee was hired to perform, or authorized training for the employee, and
 - Of benefit to the citizens of the City as a whole, not limited to an individual(s), and
 - Authorized by the appropriate authority, Department Director, City Manager, or City Council and not in conflict with City Charter, Code, City Policies and Administrative Procedures, any specific department policies, and State or Federal law.

Examples of appropriate use of resources are: neighborhood clean-up; concerts in the park, tours of City facilities for school groups as these are of benefit to citizens as a whole. Using resources for activities such as Friends of Library plant sales or neighborhood association garage sales would

also be appropriate because these are City sponsored organizations that were established for the good of citizens as a whole.

2. The City occasionally receives requests from individuals, organizations, and businesses for a contribution to a particular cause or event. From a legal perspective as well as considerations for taxpayer expectations, City funds are public monies and accordingly should be expended only for officially sanctioned City purposes. This is also true of City paid employee time.
3. The City will not contribute financially to non-profit, not-for-profit, or business organizations unless it can be demonstrated there is a direct connection to an official City service, program, or project. This determination must be made by the City Council, or by the City Manager in compliance with State ethics regulations.
4. The City Council welcomes the opportunity to recognize and promote community activities. Such monetary requests should be submitted in writing to the City Manager's office for transmittal to the Council.
5. Examples of inappropriate use of City resources include but are not limited to the following:
 - A) Theft, regardless of the item's value and/or the City's intent to retain.
 - B) Borrowing and/or use for purposes of benefit, monetary or otherwise, to the employee, any one individual or group of individuals.
 - C) Using work time to support or oppose a candidate or ballot measure. However, providing factual information about a ballot measure is not prohibited.
 - D) Negligence, which results in damage, loss and/or personal injury.
 - E) Willful destruction.
 - F) Misuse of City-paid time.
 - G) Any use that fails to meet the criteria under appropriate use of City resources listed above.
6. The City's facilities are public buildings with conference rooms available to the community as such there are times when a particular group that is not affiliated with City functions may be using City facilities.

Responsibilities

Employees:

- Compliance with this policy
- Report any violations of this policy to the supervisor.

Supervisors:

- Compliance with this policy
- Work with Human Resources to investigate any alleged violations of this policy.